



DEVELOPMENT ASSISTANCE BROCHURE #13 Checklist for Completeness of Engineering Plans and Report Submittals

The City of Kent Engineering Department has prepared this brochure to supplement its adopted Construction Standards. The information below may clarify those standards, and offer practical advice on City of Kent procedures. The Director of Public Works has authority to give needed interpretations for Construction Standards, and this document also reflects those interpretations.

Recognizing that the Department of Public Works is responsible for the plan review, plan approval, and inspection of all public works improvements, the Kent City Council adopted Ordinance No. 3490, which amended Section 6.03.010 of the Kent City Code. This Ordinance provides for a review fee of six percent of the estimated construction costs (minimum \$500) and it states that this review fee is only valid for up to two re-submittals for the same project. Any additional reviews that are attributed to the Applicant's action or inaction shall be charged at the rate of fifty dollars per hour. The Ordinance also provides the Applicant an option to hire a Consultant at their sole expense to conduct plan review for the City with the City's prior written approval. This option reduces the Public Works review fee from six percent to four percent of the estimated construction cost.

Each checkbox in this brochure indicates a separate item that must be provided for the subject plan or report. The City may use a modified form of this brochure to indicate where submittals are inadequate rather than providing detailed red-line comments on the plans.

Index for Checklists

Plan or Report	Page
Conceptual Stormwater Drainage Plans	2
Preliminary Stormwater Drainage Plans	3
Detailed Stormwater Drainage Reports	4 - 8
Simplified Temporary Erosion/ Sedimentation Control Plans	9
Standard Temporary Erosion/ Sedimentation Control Plans	10
Detailed Grading Plans	11-12
Geotechnical/ Soils Engineering Reports	13
Engineering Geology Reports	14
Final Grading Reports and As-Built Plans	s 15
Street Improvement Plans	16-17
Street Lighting Plans	18-19

Conceptual Stormwater Drainage Plans

These plans may be prepared by the applicant or a licensed civil engineer as follows:

- A brief narrative describing existing and proposed site conditions, and the proposed use of the site after development. Include ditches, creeks, ponds, and inventoried or delineated wetlands.
- ☐ A scaled drawing showing existing parcel conditions. Include parcel size, drainage patterns, existing stormwater drainage

	systems, and existing impervious surfaces. Plan sheets should be either 8.5 by 11 or 22 by 34 inches.	Justification for not utilizing infiltration facilities to meet all or some part of retention/detention requirements.
	Another scaled drawing showing proposed parcel conditions. Include parcel size; proposed stormwater conveyance system layout; location of discharge points to and from the on-site system; proposed locations for stormwater quantity Best Management Practices (BMPs) and stormwater quality BMPs; the total amount of impervious	Identification of the applicable retention/detention and release criteria that must be met, and a preliminary retention/detention pond design based upon calculations for that criteria. See <u>DAB #5-11</u> , <u>Stormwater Detention and Release Criteria</u> , for additional information.
	surfaces including rooftops; and the approximate building and parking lot/ storage yard footprints. Plan sheets should be either 8.5 by 11 or 22 by 34 inches.	The design engineer must provide sufficient information to show that the required detention/retention storage volume and the stormwater treatment facility will fit within the proposed drainage tract. This will be
	A vicinity map, including its own north arrow, which clearly shows the project location. See <u>DAB #2</u> , <u>Site Plans</u> , for vicinity map requirements.	done by preparing a scale drawing of the preliminary drainage tract and the retention/detention and stormwater treatment facility.
	The name, mailing address, e-mail address, and phone number of the person who prepared the plan.	A downstream analysis for at least one- quarter mile downstream of the proposed discharge location. See <u>DAB #5-4</u> , <u>Downstream Analyses</u> , for these
Pı	reliminary Stormwater	requirements.
v	rainage Plans	The location and preliminary sizing of off- site drainage improvements required to
Th	rainage Plans ese plans must be prepared by a licensed il engineer:	
Th civ	ese plans must be prepared by a licensed il engineer: All of the information required for the Conceptual Drainage Plans, plus the	site drainage improvements required to connect to the public stormwater drainage system, including public drainage easements needed to construct these offsite improvements.
Th civ	ese plans must be prepared by a licensed il engineer: All of the information required for the	site drainage improvements required to connect to the public stormwater drainage system, including public drainage easements needed to construct these offsite improvements. Preliminary Drainage Plans shall reflect delineated wetlands and wetland buffers when
Th civ	ese plans must be prepared by a licensed il engineer: All of the information required for the Conceptual Drainage Plans, plus the	site drainage improvements required to connect to the public stormwater drainage system, including public drainage easements needed to construct these offsite improvements. Preliminary Drainage Plans shall reflect delineated wetlands and wetland buffers when they are present on, or immediately
Th civ	ese plans must be prepared by a licensed il engineer: All of the information required for the Conceptual Drainage Plans, plus the following items.	site drainage improvements required to connect to the public stormwater drainage system, including public drainage easements needed to construct these offsite improvements. Preliminary Drainage Plans shall reflect delineated wetlands and wetland buffers when

Detailed Stormwater

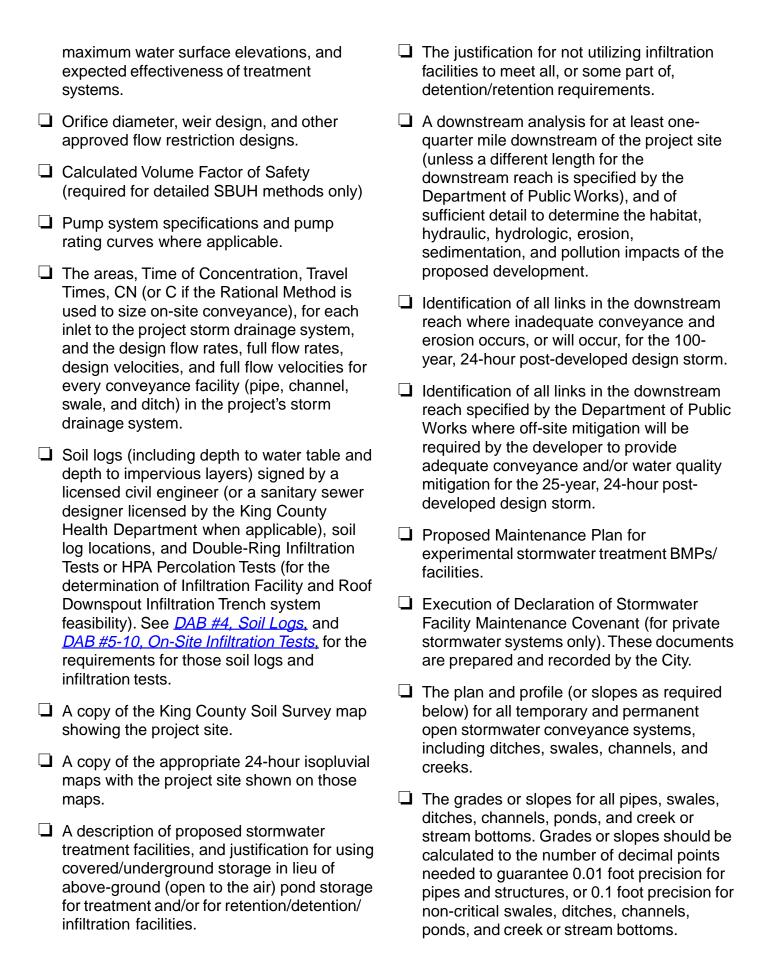
D	rainage Reports	project's storm drainage system.
These plans must be prepared by a licensed civil engineer:		The surveyed locations and areas of any delineated wetlands or wetland buffers, either on or adjacent to the site. Include a
	A detailed narrative of the entire project including identification and discussion of sensitive area parameters (steep slopes, ravines, major and minor creeks, ditches, drainage channels, streams, wetlands and wetland buffers) and how the proposal will affect natural drainage functions.	copy of the Wetland Delineation Report if not previously approved by the City of Kent.
		The tax lot numbers, legal descriptions, and areas for the entire project.
		Supporting calculations, figures, charts, maps, and tables for the following:
	The overview narrative shall describe the existing drainage features to and from the sub-ject properties including bypass flows, if any.	The areas of impervious and pervious surfaces and existing and future surface covers.
	The overview narrative shall contain a	The existing and post-developed peak release rates for applicable design storms.
	general description of what is being proposed, the pre-developed conditions, the post-developed conditions, the area of the site, the size of the improvements, the total amount of impervious surfaces, and the	The design detention volumes, and results of level-pool routing of applicable design storms, throughout the design detention facility.
	disposition of the stormwater runoff before and after development.	The design maximum water surface elevation for detention/retention/infiltration
	entire drainage basin contributing to, and receiving flows from, the subject develop-	facilities, and the actual water surface elevations as a result of the level-pool routing.
	ment. Use five-foot contour intervals (maximum), at a scale of one inch equals no more than 200 feet.	The Time of Concentrations and Travel Times for existing and future surface covers
	The drainage basin boundaries and areas shall be indicated on the Topographic Basin	The detention times and velocities for treatment BMPs as applicable.
	Мар.	All pipe, channel, swale, and ditch flow capacities, and the full flow velocities of off-
	The Topographic Basin Map shall indicate the general directions of existing overland flows, and the areas of bypassed flows.	site conveyance systems within downstream analysis reach.
	A vicinity map (including its own north arrow) that clearly shows the project	The biofiltration swale slope, bottom width, length, and minimum surface areas.
	location. See <u>DAB #2, Site Plans</u> , for vicinity map requirements.	The existing and post-development Curve Numbers.
	An on-site drainage basin map that clearly shows the post-developed contributing	Settling velocities, detention times, volumes, surface areas, depths, design

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areas, amount of impervious surface, and

volumes, surface areas, depths, design

Time of Concentrations to each inlet to the



BHI-1 pwd2029 12/03/02 p. 4 of 12

Invert elevations for all inlets, structures, outfalls, and other points of interest; bottom elevations for all swales, ditches, channels, ponds, creeks, and stream crossing sections.	_	The construction limits for phased construction, and the related interim stormwater drainage provisions.
The existing and proposed topography and contours. Unless approved by the Director of Public Works, the following intervals should		The benchmark number, description, location, and elevation of the City benchmark(s) used for vertical project control.
be used: (1 foot for general applications, 5 foot maximum for steeper sites, and 0.5 foot for detention/retention and infiltration facilities.		The description, location, and City coordinates of at least two City horizontal control points, and at least 2 coordinate ticks on each sheet of the Stormwater
Storm pipe diameters, lengths,		Drainage Plans.
configurations, materials, and protective treatments. Include type of corrugation when applicable (annular, helical, or spiral rib) and appropriate Manning's "n".		The Engineer's Estimate for the complete stormwater drainage system and the Temporary Erosion/Sedimentation Control (TESC) system (used to calculate
A Restrictor manhole plan detail where 1 inch equals 2 feet.		Construction Bond amounts and determine review fees).
Restriction orifice diameters, or weir designs, and their locations and elevations.		The Construction Bond for the storm drainage and the TESC system.
The location and details of emergency overflow provisions for the 100-year post-developed peak flow, and the spill/		The Construction Estimate for all other work done outside of the building footprint (used to calculate review fees).
emergency overflow path from detention/ retention/infiltration facility should runoff depths overtop the facility.		Payment of Public Works Department review fees.
The design maximum water surface		Plan sheets shall be 22 by 34 inches.
elevations for all conveyance pipes, swales, ditches, channels, ponds, infiltration facilities, etc.		Applicable Standard Drainage Notes, with non-applicable notes either deleted or crossed out.
All above-ground pond details including design detention/retention/infiltration volumes, minimum freeboard, contours of the finished surface, inlet and outlet locations and details, invert and grate or lid elevations, etc.		Professional Land Surveyor (PLS) certified As-Built Drawings before release of Construction Bonds. Drawings should be received after completion of paving and all other construction, unless otherwise instructed by the Director of Public Works.
Top of lid or grate elevation, and the invert elevations of all pipes, structures, inlets, catch basins, and manholes.		PLS certified legal descriptions for any on- site and off-site stormwater drainage easements or tracts.
All detention pipe or vault details including dimensions, elevations of the inverts, provisions for direct access at both ends, and the maximum design water surface elevation.		The design engineer's stamp, date of expiration, signature, date signed, mailing and e-mail address, and phone number.

BH1-1 pwd2029 12/03/02 p. 5 of 12

Simplified Temporary Erosion/Sedimentation Control Plans

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	ese plans may be prepared by the applicant a licensed civil engineer:	E	tandard Temporary rosion/Sedimentation ontrol Plans
<u></u>	A scaled drawing showing existing parcel conditions, including parcel size, drainage patterns, existing stormwater drainage systems, and existing impervious surfaces. Plan sheet drawings shall be either 8.5 by	Th civ	ese plans must be prepared by a licensed ril engineer: All of the information required for the
<u></u>	11 or 22 by 34 inches. A scaled drawing showing proposed parcel	_	Simplified Temporary Erosion/ Sedimentation Control Plan, plus the information which follows.
	conditions, including parcel size, proposed stormwater conveyance system layout, location of discharge points to and from the on-site system, and the proposed locations for the TESC BMPs discussed below. Plan sheet drawings shall be either 8.5 by 11 or		
_	22 by 34 inches.A vicinity map including its own north arrow, which clearly shows the project location.		Construction limits for phased construction, and related interim stormwater drainage and TESC provisions.
	See <u>DAB #2, Site Plans</u> , for vicinity map requirements.		Applicable Standard TESCP Notes, with non-applicable notes deleted or crossed
	The construction access and haul routes, and construction access approach locations and details.		out. Provisions for permanent erosion control, including landscaping, terracing, and
_	Provisions to disturb as little area as possible and to maintain existing vegetation wherever feasible in clumps, blocks, and strips.		retention of existing native vegetation in strips and clumps where possible, for those areas not covered by permanent impervious improvements.
	Provisions for the stabilization of all disturbed or denuded areas.		Provisions and locations for project-specific temporary BMPs for each phase of construction.
	Protection of adjacent properties by silt fence, or by another equivalent Best Management Practice (BMP).		Details for specified temporary or permanent BMPs, or references to specific BMPs
_	The clearing and grading limits.		contained within the Construction Standards, or within the Stormwater
	The construction sequence.		Management Manual of the Puget Sound Basin (SMMPSB).
	Provisions for maintenance of TESC BMPs.		

☐ The name, mailing address, e-mail address, and phone number of the person who

prepared the plan.

	Supporting calculations for the 2-year, 24 hour or 10-year, 24 hour peak runoff rates from the project site and the resulting storage volumes for the design of temporary silt traps, or silt ponds, etc.		Applications for a Grading Permit shall be accompanied by five sets of Grading Plans and two sets of supporting Soils Engineering Reports, and/or Engineering Geology Reports, signed and dated, and
	Supporting calculations for temporary interception swales, level spreaders, infiltration facilities, etc.		where applicable, stamped by the responsible party who prepared them. An approved Soils Engineering Report or
	Plan sheets shall be 22 by 34 inches.	_	an approved Engineering Geology Report, or both, is required for any cut intended to
D	etailed Grading Plans		be steeper than two horizontal to one vertical that will support structures.
	, ,		An approved Soils Engineering Report or an approved Engineering Geology Report is required for any cut or fill within steep or unstable slopes.
	shall require a Detailed Grading Plan prepared by a professional civil engineer licensed in the State of Washington, and meeting the requirements for "engineered grading" as defined in Appendix Chapter 33 of the 1997 Uniform Building Code.		Detailed Grading Plans shall be drawn to scale and shall be of sufficient clarity to fully indicate the extent of the work proposed and shall show in detail that the work will conform to all applicable standards and
	Grading that involves 500 to 5,000 cubic yards shall require a Detailed Grading Plan prepared by a professional civil engineer licensed in the State of Washington, and this plan shall meet the requirements for "regular grading" as defined in Appendix Chapter 33 of the 1997 Uniform Building code.		regulations. Each plan sheet of Detailed Grading Plans shall be prepared by a professional civil engineer and will be 22 by 34 inches. All text and details shall be of sufficient size to be easily read and understood.
	Grading that involves 50 to 500 cubic yards shall require a Detailed Grading Plan prepared by a professional civil engineer licensed in the State of Washington, unless the Director of Public Works determines that the grading is in an isolated, self-contained		The first sheet of each plan set shall give the location of the work; the name, mailing address, and e-mail address of the owner; and the name, mailing address, e-mail address, and phone number of the person who prepared the Grading or Detailed Grading Plans.
	area where there is no danger to private or public property, or that the grading is of the type and scope usual and customary for a		e Detailed Grading Plans shall include the lowing information:
	single-family residence, in which case the plans may be prepared by any person the Director deems able to present the information required for a Grading Plan.		A general vicinity map with its own north arrow that clearly shows the proposed site. See <i>DAB #2, Site Plans</i> , for vicinity map requirements.
	Grading more than 50 cubic yards shall require a Grading And Excavation Permit if the project has not already acquired a Construction Permit or Building Permit.		Property limits, accurate contours of the existing ground, and details of terrain and area drainage.

	Limiting dimensions, elevations, and finish contours to be achieved by the grading, and	eotechnical/Soils Engineering Reports all include the following:
	proposed drainage ditches, swales, and related interim and long-term construction features.	Data regarding the nature, distribution and strength, and other characteristics of the existing soils.
	Detailed plans of all surface and subsurface drainage facilities, walls, cribbing, dams, and other protective facilities to be constructed with the proposed work. Include a map showing the drainage area and the estimated amount of runoff to be served by any drains.	Conclusions and recommendations for grading procedures, and the design criteria for corrective measures, including buttress fills when necessary, and opinions on adequacy for the intended use of the site as affected by soils engineering factors such as stability of slopes and roof downspout
	Location of any buildings or structures on- site, or within 15 feet of the property lines or limits of grading, or that may be affected by the grading.	infiltration systems. When proposed cuts are steeper than two horizontal to one vertical, the Soils
0	When Soils Engineering Reports or Engineering Geology Reports are required, their recommendations shall be incorporated in the grading plan and	Engineering Report shall contain a professional engineer's opinion that the proposed cut will be stable and will not create a hazard to public or private property.
	specifications. The dates of the soils engineering and engineering geology reports with the names, mailing addresses, e-mail	The preparation date(s) of the Soils Engineering Report with the names, mailing addresses, e-mail addresses, phone numbers, and professional stamps of the firms or individuals who prepared the report.
	addresses, stamps where applicable, and phone numbers of the firms or individuals who prepared the reports.	ngineering Geology Reports shall include e following:
	Limiting dimensions and depths of cut and fill.	An adequate description of the geology of the site.
	Setbacks from top of cut slopes and from toe of fill slopes consistent with the provisions of Appendix Chapter 33 of the 1997 Uniform Building Code.	Conclusions and recommendations on the effect of geological conditions on the proposed development, and a professional opinion on the site's geological adequacy
	Drainage and Terracing shall conform to the provisions of Appendix Chapter 33 of the 1997 Uniform Building Code unless otherwise indicated on the approved Detailed Grading Plans.	for its intended use. When proposed cuts are steeper than two horizontal to one vertical, the Engineering Geology Report shall contain a geologist's professional opinion that the proposed cut
	Building setback lines, Native Growth Protection Easement (NGPE) Lines, wetland and wetland buffer tract lines, and	will be stable and will not create a hazard to public or private property.

stormwater tract lines.

	The preparation date(s) of the Engineering	5	treet Improvement Plans
	Geology Report with the names, mailing addresses, e-mail addresses, and phone numbers of the firms or individuals who		nese plans must be prepared by a licensed vil engineer:
prepared the report. Final Grading Reports and As-Built Plans are required for all "engineered grading" plans, and for all "regular grading" plans unless this requirement is waived by the Director of Public Works, and these reports and As-Built Plans shall include the following:			Street Improvement Plans shall be drawn to an engineering scale (1" = 20' is the preferred scale; and 1"= 50' is the smallest permitted scale) and shall be of sufficient clarity to fully indicate the extent of the work proposed. These plans will include sufficient detail to ensure that the work will conform all applicable City standards and
	An As-Built Plan shall be prepared by the civil engineer who prepared the Detailed Grading Plans, except that an As-Built Plan may be prepared by a licensed professional land surveyor providing the civil engineer also signs a certification consistent with the statement required for the Final Report.		regulations. Each plan sheet shall be prepared by a professional civil engineer, and shall be stamped, signed, and dated by that civil engineer prior to City approval. Each plan sheet shall be 22 by 34 inches. All text and details shall be of sufficient size to be easily
	The As-Built Detailed Grading Plan shall include the following: original ground surface elevations, as-graded surface elevations, lot drainage patterns, locations and elevations of surface drainage facilities, and locations and elevations of the outlets of subsurface drains.		read and understood when reduced to 11 by 17 inch copies. Each set of plans shall be based upon a topographic and boundary survey prepared, stamped, signed, and dated by a professional land surveyor. See <u>DAB #2, Site Plans</u> , for additional information on the topographic and boundary survey map requirements.
	The Final Report shall be prepared by the civil engineer and/or engineering geologist who prepared the report(s) for the project.		The first sheet of each plan set shall include the name of the project; the site address for the work; a general vicinity map (with its
	nal Reports shall include the following rtifications:		own north arrow); the name and address of the owner; and the name, mailing address, e-mail address, and phone number of the
	Civil engineers shall state that to the best of their knowledge the work within their area of responsibility was done in accordance with		person who prepared the Street Improvement Plans.
	the approved Soils Engineering Report and the approved Detailed Grading Plan.		ne Street Improvement Plans shall include e following information at a minimum:
	the best of their knowledge the work within their area of responsibility was done in		Existing and proposed right-of-way limits, and accurate details of the surrounding terrain.
	accordance with the approved Engineering Geologist Report and the approved Detailed Grading Plan.		Horizontal and vertical scales, and scale bars so plans may be reduced for use in the field

North Arrows. For consistency, all north arrows shall point either to the top of the sheet or to the right hand side of the sheet only!	Separate Channelization Plan sheets are required for all arterial street improvements, and for all collector street improvements in the vicinity of signalized intersections. These
Limiting dimensions, elevations, and finish contours to be achieved by the grading, and proposed drainage ditches, swales, and related interim and long-term construction features.	sheets should contain only the sidewalks, curbs, gutters, street pavements, and proposed lane markings. Channelization Plans shall meet the requirements of the City of Kent Construction Standards, and the MUTCD.
The location of any buildings or structures on the new or proposed right-of-way, and the location of any buildings or structures within 15 feet of the new right-of-way lines or the limits of grading if such structures	Traffic Sign Plans shall be combined with Channelization Plans when Channelization Plans are required to facilitate review and approval of both sets of plans.
may be affected by the grading or construction.	The vertical alignment of all public streets and all associated private streets having
The curb return radii for all public street intersections, and the elevations of one-quarter points for radii up to 35 feet, or one-fifth points along curb returns having radii greater than 35 feet.	access to the public street system. The vertical alignment information shall include at least the number, description, and elevation of the City benchmark used for vertical control; the vertical grades along the street centerline given in percent; the
All utilities shall be shown in both plan and profile to facilitate the City's review of utility conflicts: stormwater systems, water main and water connections, sewer and sewer connections, gas mains and gas connections, and appurtenances.	elevations and stations of all Vertical Points of Intersection; the lengths of all vertical curves; the K value for all vertical curves; and the high and low points of all vertical curves. Unless otherwise approved by the City Engineer, all street profiles shall be plotted directly under the corresponding
A street cross section that clearly shows the street width, and the structural information	horizontal plans for the same section of the subject street.
for the pavement and sidewalks, bike lanes, pedestrian walkways, and all other street-related features.	Street Lighting Plans shall be provided on separate plan sheets, except that these plans may be shown on the Channelization
The horizontal alignment of all public streets and associated private streets having access to the public street system. The horizontal alignment information shall include at least the basis of bearings, the City coordinates of at least two horizontal control points used to establish the basis of bearings and initial project coordinates, the bearings, the lengths of all centerline tangents, and the radii and arc lengths for all horizontal curves along the public streets.	and Traffic Sign Plans, PROVIDING THAT these plans do not thus become too complex and hard to read and use. The decision of the City Engineer is final on this matter. See the requirements for Street Lighting Plans in the following section.

Street Lighting Plans

	treet Lighting Plans		The maximum and minimum spacing of light standards in feet (measured at the curb	
These plans must be prepared by a licensed civil engineer or electrical engineer:			line).	
	and shall be prepared, stamped, signed, and dated by a professional engineer licensed by the State of Washington, and		The locations of all light standards by station, and the offset from the centerline of the street to the center of the light standard in feet.	
			All conduit runs, their diameter, material, and purpose (street lighting, traffic signal interconnect, spares, etc.)	
	Street Light Plans will include copies of, or references to, all applicable City of Kent Standard Details, and/or Washington State Department of Transportation (WSDOT) Standard Plans.	P\ sti ins	OTE: Extra four-inch diameter Schedule 80 /C conduits are required at all non-signalized reet intersection crossings for the later stallation of traffic signal interconnects; these induits shall terminate within new junction exes unless otherwise determined by the	
	Street Light Plans shall be provided on separate and uncluttered plan sheets that do not show unrelated street, utility, or onsite improvements, and that are 22 by 34 inches. Street Light Plans shall be drawn to	Tra ind re	ansportation Engineer. Also, a separate four- ch diameter schedule 80 PVC conduit is quired by the City Council to be installed in open utility trenches.	
	an engineer's scale between 1" = 20' to 1" = 50' (1" = 20' is the preferred scale).		City of Kent General Notes for Street Lighting Systems. See <u>DAB #6-1, Street</u> <u>Lighting Requirements</u> , for these notes.	
Street Light Plans shall include the following information at a minimum:		☐ The locations of all required new or e	The locations of all required new or existing	
	The light standard/pole used (material, make, and model), the mounting height in feet, and the bracket or arm length in feet.		service points (the PSE connection or service location), and the new or existing Contact Service Cabinets (the City service location).	
	The overhang(s) from the curb of the luminaire in feet (a two-foot minimum overhang into the street is required).		The locations of all junction boxes, their size (Type 1, Type 2, Type 3, etc.), and the purpose of each junction box (lighting, traffic signal, or both).	
	The luminaire make, model, and catalog ordering number; the light distribution pattern (Medium Cutoff, IES Type III is required for City-owned street lighting systems); lamp type (high pressure sodium required for City-owned or PSE-maintained street lighting system); and the lamp wattage(s).		The locations and specifications (mounting height, luminaire make and model, lamp wattages, curb overhangs, etc.) of all existing street lights for a minimum distance of 500 feet in both directions from the limits of the project site, including both sides of the street(s) and in medians where appropriate.	

Existing topography, including the locations of all driveways (including widths), street trees (including species), street intersections (including widths), overhead utilities (including maximum and minimum heights of overhead lines) and underground utilities (including sizes and depths), median widths (face of curb to face of curb), curb lines, lane widths (pavement markings), and everything else required by the Transportation Engineer in order to completely assess the final street light design.
The professional engineer's stamp, expiration date, signature, and the date signed by the professional engineer who designed the Street Light System (see sample below).
After completion, the design engineer is required to provide the City with As-Built Drawings that show all changes that occurred during construction, and which contain the As-built certification given below:
Sample: I certify that the street light locations, street light mounting heights, curb overhangs for luminaires, luminaire make and model, high pressure sodium lamps, junction boxes, conduits, circuits and service points and as-built comments accurately reflect existing field conditions as determined by me or under my direct supervision on this date:

Professional PE Stamp, Expiration Date, Date Signed, and Signature